

JOB DESCRIPTION

Town of Ashland City

CLASSIFICATION TITLE:	Police Officer
DEPARTMENT:	Police Department
REVISION DATE:	5-8-2020
REPORTS TO:	Police Sergeant
EMPLOYMENT STATUS:	Full Time
FLSA STATUS:	Non-Exempt
PAY RANGE:	Pay Grade Level 4

JOB SUMMARY

This is very responsible law enforcement work maintaining the safety and security of commercial businesses and private residences and assisting with law enforcement activities for the citizens of Ashland City, Tennessee. Activities associated with the job include the routine patrol of businesses and neighborhoods, investigation of complaints, criminal activity and accidents, prosecution of criminal and civil cases, preparation of reports and other documentation and the apprehension of individuals suspected of criminal activity. Service of civil and criminal warrants is assigned by administrative and command staff as needed. Job related responsibilities are potentially hazardous and require considerable knowledge and expertise in law enforcement, good organizational, interpersonal and decision-making skills and sufficient strength and agility to perform the physically demanding aspects of the job. Job performance is reviewed by the Shift Sergeant in consultation with the Deputy Chief and Chief of Police through analysis of crime prevention and apprehension activities, ability to interact successfully with constituents and other law enforcement/emergency personnel, knowledge of local, state and federal laws pertaining to the law enforcement activities, organizational and decision making skills and expertise in law enforcement and crime prevention disciplines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts patrols of commercial property and private neighborhoods to ensure the safety and security of residents, visitors and business owners.
- Investigates citizen complaints and responds to calls for service to obtain information; conducts investigations and determines the appropriate level of intervention and/or law enforcement action(s).
- Responds to radio dispatches and answers calls and complaints.
- Prepares reports and other documentation to support law enforcement activities and prepares evidence for judicial and court proceedings.
- Works with community groups and serves on various boards and committees as directed by the Chief of Police.
- Investigates traffic accidents and controls the flow of traffic around accident sites and other road hazards.
- Assists property and/or business owners with crime prevention techniques and programs to enhance the security of their property.
- Apprehends individuals suspected and/or accused of criminal activities and provides safe custody to the appropriate correctional facility.
- Provides assistance to individuals in distress and/or in need of help.
- Executes civil and criminal warrants as assigned through the court and command staff.
- Conducts radar checkpoints and issues traffic citations for speeding, failure to wear seatbelts and other motor vehicle operation violations.
- Attends juvenile, criminal, sessions and city court proceeding to provide testimony, submit evidence, assist with court proceedings, etc.
- Responds to domestic and other volatile situations and attempts to resolve them or at a minimum prevent further escalation.
- Participates in training sessions to obtain and/or maintain required certifications.
- Inspects all equipment and vehicles utilized on a daily basis to ensure proper maintenance and repair.
- Provides escorts for funeral processions, parades, special events, etc.

- Inspects public and/or private property and businesses upon request to determine the potential intrusion points and other safety concern.
- Prepares reports of daily activities and enters the information into computer databases.
- Participates as needed on various special units including the bomb squad, SWAT teams, HAZMAT, etc.
- Maintains public order at special events and community activities.
- Performs related duties as required.

QUALIFICATIONS

- Graduation from an accredited high school (Associate Degree and/or military experience preferred), supplemented with additional course work/ training in crime prevention and/or law enforcement; State of Tennessee POST Certification; sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions; ability to interact effectively with the public; strong organizational and decision making skills; considerable knowledge of criminal and civil law or any equivalent combination of education and/or experience to provide the following knowledge, abilities and skills:
- Considerable knowledge of Federal Law, Tennessee Code Annotated Sections 39 and 55 pertaining to civil and criminal law, local statutes and ordinances.
- Considerable knowledge of the City of Ashland City's ordinances and Police department policies and procedures or the ability to acquire this information within 60 to 90 days.
- Considerable knowledge of civil and criminal court proceedings, presentation of allowable evidence and testimony, and service of criminal and civil warrants.
- Considerable knowledge of contemporary law enforcement practices including surveillance techniques, apprehension of criminals and suspects, obtaining and service of warrants and regulations pertaining to motor vehicle registration and operation.
- Considerable knowledge of common first aid practices and procedures pertaining to exposure to dangerous pathogens.
- Considerable knowledge of evidence handling and collection practices and methods.
- Considerable knowledge of the geographical area including all major streets, highways and thoroughfares.
- Considerable knowledge of officer safety techniques and practices.
- Considerable knowledge of domestic violence and child/elderly abuse procedures.
- Considerable knowledge of the safety procedures and precautions pertaining to blood-borne pathogens including the use of universal precautions.
- Ability to react quickly and appropriately to potentially dangerous or volatile situations and ensure the safety of concerned parties.
- Ability to perform the physically demanding requirements of the job in a variety of weather conditions.
- Ability to interact in a professional and tactful manner with co-workers, clientele, emergency management personnel, perpetrators and local governmental and judicial officials.
- Ability to plan and organize job related assignments and activities to meet expected levels of performance, imposed deadlines and reporting requirements.
- Ability to make appropriate and timely decisions based upon all obtainable information relevant to the situation.
- Ability to acquire and utilize new job-related information as required.
- Ability to comply with departmental physical training and/or testing requirements.
- Skill in the use of modern law enforcement weapons including handguns, rifles and shotguns and non-lethal law enforcement devices.
- Skill in the use of modern law enforcement protective devices, chemical sprays, radar equipment, radios, sirens and other emergency equipment.
- Skill in the operation of law enforcement vehicles and driving at high rates of speed.

NECESSARY SPECIAL REQUIREMENTS

- Police Department personnel are required to maintain the highest standards of integrity, honesty and ethical behavior and conduct themselves in a professional and courteous manner at all times whether or not they are performing job related duties
- Must be at least 21 years of age
- Certification by a qualified professional in the psychiatric or psychological fields as free of all apparent mental disorders as described in the current edition of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association.
- Certification by a licensed physician designated by the agency as physically capable of performing necessary duties
- Fingerprints must be on file with the Tennessee Bureau of Investigation.
- Must be a United States citizen
- Must not have been convicted or plead guilty or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances
- Must not have been released or discharged under any other than honorable discharge from any of the Armed Forces of the United States.
- Possession of a valid Tennessee driver's license and the ability to be insured at standard vehicle liability rates
- Ability to obtain or current firearms certification
- Ability to obtain or current radar gun certification
- Ability to obtain or current aggressor control spray certification
- Ability to obtain or current Intoximeter EC-IR II Operator certification

USUAL PHYSICAL DEMANDS

- This is heavy work requiring considerable static, explosive, dynamic and trunk strength and requiring the exertion of up to 80 pounds of force occasionally and up to 20 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires considerable effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- Incumbents are subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards and atmospheric conditions
- They may be exposed to blood borne pathogens and may be required to wear specialized personnel protective equipment

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

MANAGEMENT APPROVAL

Department Head's Signature

____/____/____
Date

City Recorder's Signature

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's Signature

____/____/____
Date